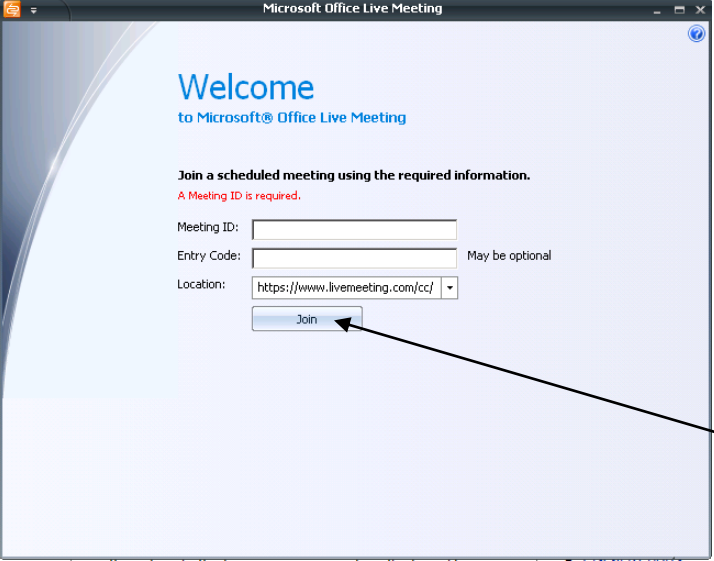


Attending LiveMeeting Webinars

When you find a date on the MOSL Gates web site that you would like to attend a training webinar, send an e-mail to the host, for the Gates Foundation Grants this will be Jean.Morrison@sos.mo.gov, to request attendance on that date and time.

A few days before the event, you will receive an e-mail with details about the meeting. The event is live for the entire day so if your meeting is at 10 AM, you can attempt to connect at 8 AM for testing purposes. The presenter will probably not be available until 15-30 minutes before the session is to begin. Below is a sample invitation to attend with explanations on how to use this e-mail to connect to the LiveMeeting:

Connecting to a LiveMeeting Session:	Tips:
<p>Information Technology has invited you to attend an online meeting using Live Meeting. Join the meeting. Audio Information Telephone conferencing Use the information below to connect: Toll-free: +1 (866) 572-4220 Toll: +1 (573) 526-4699 First Time Users: To save time before the meeting, check your system to make sure it is ready to use Microsoft Office Live Meeting. Notes</p> <p>Troubleshooting Unable to join the meeting? Follow these steps:</p> <ol style="list-style-type: none"> 1. Copy this address and paste it into your web browser: https://www.livemeeting.com/cc/mosos/join 2. Copy and paste the required information: Meeting ID: 77RBGP Entry Code: 3,x@hKm8C Location: https://www.livemeeting.com/cc/mosos <p>If you still cannot enter the meeting, contact support</p>	<p>An e-mail will come to you that contains several important pieces of information.</p> <p>FIRST: If you have never connected to LiveMeeting on the computer you are using, open the e-mail and click on "check your system"</p>
<p>You will be taken to a site where the computer you are using will be checked to make sure a current version of the software needed to connect to LiveMeeting is on the computer. If it is not present or needs updated to connect, you will be given the opportunity to download the appropriate version to connect to LiveMeeting. You must have <u>Administrator</u> rights to the computer to install the needed software. If you do not have Administrator rights, have your technical staff download and install the needed software.</p>	
<p>Troubleshooting Unable to join the meeting? Follow these steps:</p> <ol style="list-style-type: none"> 1. Copy this address and paste it into your web browser: https://www.livemeeting.com/cc/mosos/join 2. Copy and paste the required information: Meeting ID: 77RBGP Entry Code: 3,x@hKm8C Location: https://www.livemeeting.com/cc/mosos <p>If you still cannot enter the meeting, contact support</p>	<p>SECOND: On the day of the LiveMeeting, open your e-mail and copy then past the link under item 1. into your web browser (Internet Explorer, Netscape, etc.) The window below opens.</p>

<p>Troubleshooting Unable to join the meeting? Follow these steps:</p> <ol style="list-style-type: none"> 1. Copy this address and paste it into your web browser: https://www.livemeeting.com/cc/mosos/join 2. Copy and paste the required information: Meeting ID: 77RBGP Entry Code: 3,x@hKm8C Location: https://www.livemeeting.com/cc/mosos <p>If you still cannot enter the meeting, contact support</p>		<p>Use the information under item 2. To copy the “Meeting ID:” then paste it into this window.</p>
		<p>Copy the “Entry Code” from the e-mail and paste it into the “Entry Code” box on this window.</p> <p>If the “Location:” box is not filled in or is different from the e-mail, copy this item from the e-mail and paste it as well.</p> <p>Click on the “Join” button.</p>
<p>The Live Meeting window should come up. If you have any problems getting the window to open, click on the “Contact Support” button in the e-mail to reach the Secretary of State IT department.</p>		
<p>Information Technology has invited you to attend an Join the meeting.</p> <p>Audio Information Telephone conferencing Use the information below to connect: Toll-free: +1 (866) 572-4220 Toll: +1 (573) 526-4699</p> <p>First Time Users: To save time before the meeting, check your system</p> <p>Notes</p> <p>Troubleshooting Unable to join the meeting? Follow these steps:</p>		<p>THIRD: To be able to hear the presenter and converse with others who are also on the call, your LiveMeeting will be set up with a local and an 800 number to call.</p> <p>This number will be included in your e-mail confirmation. ALWAYS check the confirmation because there are several possible numbers.</p>
<p>When you call this number, it will ring over and over until a second person has also connected. The presenter will be available about 15 minutes before the meeting but he/she also cannot connect for voice communication until a second person calls in.</p> <p>Once you can see the LiveMeeting session and connect to the voice, just wait until the other attendees are connected then enjoy the training session!</p>		